



Department of Public Services Bylaws

Preamble

The Department of Public Services is a unit of the Kennesaw State University Library System. This Department is committed to the mission, vision, professional values, and ethical guidelines of the KSU Library System. The Department is comprised of subunits, and members provide services in support of research, instruction, and access to library resources.

These bylaws provide guidelines for governance and procedures for operation of the Department of Public Services in alignment with the strategic plans of the Library System and Kennesaw State University.

Article I. Administration

Section 1. Department Chair

- A. The Chair shall provide administrative leadership to the department and serve as a line of communication between the Department, the Dean of the Library System, and other members of library administration. The Chair will perform duties such as, but not limited to, supervising the operations of the department, presiding over departmental meetings, informing members of the department of events affecting the department, and assuring excellent services to the students, faculty, and staff of the university.
- B. Acting/Interim Chair will assume all duties and responsibilities of the Department Chair if the position becomes vacant.

Article II. Committees

Section 1. Standing Committees

Standing Committees shall be composed of all full-time, permanent contract library faculty. Where appropriate, part-time, non-contract library faculty may be invited by the Department Chair to be adjunct members of the faculty, may be invited to faculty meetings as non-voting members, and may be asked to serve on appropriate committees.

- A. Public Services Department Faculty Council (DFC)
 1. The purpose of the DFC is to promote collegiality and effective shared governance of the department by increasing transparency and two-way communication between the faculty and the Chair regarding the development of policy and to increase communication about the implementation of policy.

2. The DFC is advisory to the Chair, who holds decision-making authority at the department level.
3. Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with workload, hiring strategies, overall goals, ideas about new programs, etc.
4. Membership: Committee of the Whole; The Chair of the DFC will be elected by members of the committee; The Department Chair is an ex-officio non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Department Chair present.
5. Committee Chair Duties: The Chair of the DFC will serve as the department representative on the Library System Faculty Council.
6. Meeting Times: Irregular, usually 3-4 times per academic year.
7. Term: Committee of the Whole composition must be reaffirmed annually by a majority vote of the permanent, full-time faculty members of the department by secret ballot as their preferred alternative to a smaller committee DFC.

B. The Public Services Department Promotion Committee

1. Duties: Evaluates portfolios for promotion. Review applications for Faculty Emeritus status, according to the guidelines outlined in their charge. Reviews department Promotion Guidelines and makes recommendations for revisions to Department Chair.
2. Membership: Three (3) members, from the rank of Librarian Associate Professor and/or Librarian Professor. All committee members voting on an applicant's packet must be of higher rank than the applicant. If the Faculty Promotion Committee does not have the necessary number of higher ranked faculty to vote on a candidate, the Committee Chair, or Department Chair will ask for assistance from other appropriately ranked faculty in the KSU Library System. In the event no appropriately ranked library faculty is available, then the Committee Chair will ask for assistance from another department with the aid of library administration. Individuals going up for review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected); see University Guidelines for further details; The Chair will be elected by members of the committee.
3. Eligibility: Faculty eligible to serve on the Public Services Promotion Committee must have been employed as a KSU Library Faculty Member for at least one year as of July 1 following the election. When possible, the Chair must be a second-year member. Individuals serving on the Public Services Promotion Committee who decide to apply for promotion during their tenure on the committee are required to vacate their membership on the committee,

and a replacement will be elected as set forth in Article V, Section 5. Public Services Promotion Committee members may not serve as a reviewer of those they directly supervise.

4. Meeting Times: Meets several times per year; intensive effort in early to mid-fall semester.
5. Term: Two years staggered; those rolling off the committee should roll on to the Library System Promotion Appeals Committee.

Section 2. Ad Hoc Committees

Ad hoc committees shall be appointed by the Department Chair or Department Faculty Council (DFC) for a specific term. The Department Chair shall notify department faculty of the existence of any ad hoc committees. Membership of these ad hoc committees may be determined on an appointed, volunteer, or elected basis.

Section 3. Operation of Committees

- A. Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment.
- B. Requirements for committee vote shall conform to Article IV.
- C. Each standing and ad hoc committee, except for the Promotion Committee, shall keep a record of its meetings and distribute to all department full-time faculty and staff. A secretary shall be elected at the first committee meeting and shall be responsible for keeping and distributing minutes. Minutes of the meetings shall include the names of all members and guests present, as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

Article III. Department Meetings

- A. Regularly scheduled department meetings shall be held at least once during the Fall and Spring semesters, preferably at the beginning of the semester.
- B. The Department Chair, in consultation with the DFC, may call additional meetings as deemed necessary.
- C. All full-time faculty are required to attend department meetings. Absence notification should be given to the Department Chair or Unit Director prior to the meeting. Staff may be invited by the DFC or the Department Chair if deemed necessary.
- D. Minutes will be taken for each meeting, reviewed by the Department Chair, and distributed to all department members. A vote for approval of the previous meeting's minutes will be taken at each meeting.

Article IV. Voting

Voting on matters of department policies and procedures, committee membership, departmental representation, nominations for Library System and university positions, and revision of department bylaws shall be determined as follows:

Section 1. Eligibility

- A. All faculty who are not part-time or temporary are eligible to vote.
- B. Absent faculty may vote by written proxy.

Section 2. Quorum

- A. A quorum shall consist of one-half plus one of those eligible to vote. Votes are accepted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods.
- B. Faculty must be present to count toward a quorum; proxies shall not count toward a quorum.

Section 3. Passage of a Motion

- A. A simple majority of those voting shall be required to pass a motion.
- B. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

- A. Voting shall be conducted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods.
- B. The use of secret ballots shall be ordered by a majority vote or by general consent.

Article V. Nominations and Elections

Section 1. Elections

A. Offices

1. Department Faculty Council (DFC) Vice Chair/Chair-Elect
The DFC Vice Chair/Chair-Elect is elected to a two-year term. The first year is served as DFC Vice Chair/Chair-Elect and the second as Chair.
2. The Public Services Department Promotion Committee
The members of the Promotions Committee will be on a volunteer basis.

B. Representatives

1. Public Services Faculty Senate Representative

2. The Public Services Faculty Senate representative is elected for a three-year term.

Section 2. Conduct of Elections

- A. All elections and calls for volunteers shall be conducted by the Library System Faculty Nominations and Elections Committee according to Nominations and Elections Procedures developed for this purpose.
- B. The elections of representatives will occur every March, unless otherwise announced by the Library System Faculty Council. The Chair for the Library Faculty Nominations and Elections Committee must communicate the elected positions and committee chairs to the Dean no later than April 30.
- C. Elections are held in the same order each year, according to the Library System Nominations and Elections Procedures.
- D. All terms of office begin on July 1 following the election.

Section 3. Restrictions on Service

- A. No library faculty member can serve in more than one department level elected position simultaneously.
- B. Individuals holding an elected position may simultaneously hold volunteer positions.
- C. There is no restriction on the number of times an individual may serve in an elected or volunteer position throughout her or his career as a library faculty member but may not serve more than two terms consecutively.
- D. No library faculty member with an administrative appointment of 50% or more may serve as Public Services Faculty Chair or Vice Chair/Chair-Elect.

Section 4. Standing Committee Volunteers

- A. Following the annual election, the Library System Faculty Nominations and Elections Committee will call for volunteers for all library faculty standing committees, except for the Library System Promotion Appeals Committee.
- B. If a volunteer is subsequently elected as chair of the committee during their two-year term, this service will be included as part of the two-year term.

Section 5. Midterm Vacancies

- A. In the event the Chair of the Department Faculty Council is unable to take office or complete a full term, the Vice Chair/Chair-Elect will assume the role of Chair, and a vacancy election for Vice Chair/Chair-Elect will be conducted by the Library System Faculty Nominations and Elections Committee.

- B. In the event any other elected position is unable to take office or complete a full term, the Library System Faculty Nominations and Elections Committee will conduct a vacancy election for the position. The newly elected individual will serve the remainder of the current term, which will also be considered their first official term of office.
- C. In the event that a volunteer member of a library faculty standing committee is unable to take office or complete a full term, the Chair of the committee affected by the vacancy will determine whether it is necessary to fill the vacant position before the next election cycle. If a replacement is determined to be necessary or desirable, the Library System Faculty Nominations and Elections Committee will put out a call for a volunteer to complete the term.

Section 6. Voting

- A. Votes during faculty meetings are accepted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods. The Department Vice Chair ensures the correct number of votes matches attendance. Provisions for virtual secret ballot votes must be implemented when necessary.
- B. When a voting member of the library faculty cannot be present for a meeting, they may submit a proxy form, directing that their vote be cast in a certain way on a particular matter. Proxies must be in writing.

Section 7. Recall Elections

The Public Services Faculty Assembly may recall any elected officer or representative by a two-thirds vote, coordinated by the Department Faculty Council Chair or Vice Chair, and conducted by the Library System Faculty Nominations and Elections committee via secret ballot.

Article VI. Guidelines for Search Committees

Section 1. Search Committee Designations

- A. Faculty Search Committees
 1. Search committees are chaired by a department faculty member selected by the Department Chair.
 2. Search committees shall consist of at least two Library System faculty members and may have up to one Library System staff member.
 3. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair will provide the committee with specific guidelines about conducting searches.

Section 2. Potential Conflicts of Interest

After the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with

whom the member has had a prior close personal relationship, the committee member shall make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

Article VII. Amendments to Bylaws

- A. The Department Faculty may adopt new bylaws by a two-thirds majority affirmative vote by those participating in a secret ballot election.
- B. The bylaws may be amended by a majority two-thirds affirmative vote by those participating in a secret ballot election.

Article VIII. Relationship to Other Governing Rules and Regulations

- A. Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, Library System, and the Board of Regents of the University System of Georgia.
- B. These bylaws provide a plan for governance, and procedures for operation, of the Department of Public Services. These bylaws were first adopted by the faculty of the Department of Public Services on 10/23/2020.

Kennesaw State University Approval Form for Department of Public Services

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated 10/23/2020, were approved by the faculty of the Department of Public Services in accordance with department policies and procedures:

Faculty Organization and Governance Committee Chair Approval – I approve the attached bylaws:

DocuSigned by:
A. Carey Huddleston
 November 12, 2020
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 Carey Huddleston Signature/ Date

College Faculty Council Chair Approval – I approve the attached bylaws:

DocuSigned by:
Chris Morris
 November 12, 2020
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 Chris Morris Signature/ Date

Department Chair Approval – I approve the attached bylaws:

DocuSigned by:
Ashley Dupuy
 November 12, 2020
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 Ashley Dupuy Signature/ Date

College Dean Approval – I approve the attached bylaws:

DocuSigned by:
David Evans
 November 12, 2020
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 Dr. David Evans Signature/ Date

Provost Approval - I approve the attached bylaws:

DocuSigned by:
Kathy Schwaig
 November 13, 2020
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 Dr. Kathy Schwaig Signature/ Date